

**TOWN OF LEDYARD
PLANNING and ZONING COMMISSION BY~LAWS**

ARTICLE I - THE COMMISSION

This Commission shall be known as the Town of Ledyard Planning and Zoning Commission, established pursuant to the charter of the Town of Ledyard and Chapters 124 and 126 of the General Statutes of the State of Connecticut. The Commission shall consist of five (5) Members and three (3) alternate who are appointed by the Town Council for three year terms,

From time to time, the Commission may create one or more subcommittees in order to facilitate and expedite the work load of the Commission, The Chairperson shall appoint the chairperson and members of any such subcommittee.

From time to time, the Chairperson may appoint members of the Commission to serve as representatives to other agencies or on special committees, The representative will have the authority to speak on behalf of the Planning Commission for such matters.

ARTICLE II - ORGANIZATION

Section 1 - Officers

The Officers of the Commission shall be a Chairperson, Vice Chairperson and a Secretary.

The Chairperson shall preside at all meetings of the Commission, shall act as enunciator of Commission policy, and shall fulfill all duties assigned him/her by the Commission. In the temporary absence of the Chairperson, the Vice Chairperson shall serve in that capacity until the chairperson's return.

The Secretary shall be custodian for all official correspondence and documents of the Commission and shall sign the minutes of all Commission meetings. The Commission sub-committees shall elect their own secretary, who shall keep the minutes of subcommittee meetings. All records of the Commission shall on kept on file in the Ledyard Land Use Offices.

Section 2 – Annual Organizational Meeting

The organizational meeting shall be held during the month of December of each year. At this meeting, the officers shall be elected for one-year terms. All officers shall be eligible for re-election.

Section 3 – Vacancies and Attendance

Any member of the Commission who is absent from three consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Commission and the Town Council shall be so notified, except that

the Commission may waive the requirements of this section in each case where illness or extenuating circumstances make it Impossible for a member to meet the attendance requirements of this section. A vacancy in any office of the Commission shall be filled for the remainder of the unexpired term.

Section 4 - Town Administration

The **Director of Planning** for the Town of Ledyard shall act as staff assistant to the Commission, responsible for carrying on the detailed work of the Commission and shall keep the Commission informed of all pertinent matters that come to his/her attention. In addition, when requested, he/she shall represent the Commission before other Town Boards, Commissions, and Agencies, Town Council, and any specific group or individual designated, to present the opinions and findings of the Commission.

The **Zoning Official** is charged with the implementation and enforcement of the zoning policies and regulations of the Planning and Zoning Commission. The Zoning Official shall keep the Commission aware of all proposed agenda items, field walks, training opportunities, and work sessions

The **Mayor and Public Works Director** shall be ex-officio members of the Commission.

Section 5 - Alternate Members

If a regular member or members of the Commission is absent at the beginning of the meeting, an alternate shall be designated to sit for each absent member by the Chairperson. Designation of alternates to sit for absent Commission members shall be rotated so that each alternate is given equal opportunity to participate in the actions of the Commission. Once an alternate is seated the alternate shall act on all business of that meeting, except in the instance where members disqualify themselves from voting on a particular matter and an alternate is asked to sit for them on that particular matter only.

Section 6 - Order of Business

At the regular meetings of the Commission, the following shall be the order of business, unless altered by the Chair or a vote of the members present;

1. Call to Order
2. Pledge of Allegiance
3. Roll call and appointment of alternates
4. Citizen Petitions (Non-Agenda Items Only)
5. Approval of the minutes of previous meetings
6. Correspondence and Reports
 - a. Town Planner Report
 - b. Zoning Official Report
7. Unfinished Business
8. New Business
9. Adjournment

ARTICLE III - MEETINGS

Section 1 - Regular Meetings

Regular meetings shall be held by the Commission in accordance with a schedule set at the annual organizational meeting and filed with the Town Clerk.

Section 2 - Special Meetings

The Chairperson of the Commission may, at his/her discretion, and shall, upon the written request of at least two members of the Commission, call a special meeting of the Commission for the purpose of transacting any business designated in the call. The call for a special meeting shall be delivered to each member of the Commission at his/her business or home address prior to the date of such special meeting. Unless otherwise specified in the notice of special meeting, such meeting shall be held at the office designated for holding regular meetings. At such special meetings no business shall be transacted other than that designated in the call. In accordance with State law, notices of such special meetings shall be filed with the Town Clerk at least twenty-four hours prior to the time of the meeting.

Section 3 - Conduct of Meetings

Three Commission members shall constitute a quorum for the purpose of conducting Commission business and exercising its power.

When a quorum is in attendance, action shall be taken by the Commission upon a majority vote of all members present.

When action is taken on changes in regulations or approval of contracts and expenditures a majority of the Commission members (3 of 5) is necessary to take action.

Section 4 - Manner of Voting

Unless one member of the Commission requests a roll call vote, voting shall be by voice vote. If requested by one member of the Commission, election of officers shall be by secret ballot.

Section 5 - Agenda

An agenda shall be prepared by the chairperson in consultation with the Director of Planning and the Zoning Official for each meeting and shall be delivered to each member not less than one day prior to such meeting.

Section 6 – Rules of Order

Robert's Rules of Order shall prevail in conducting all meetings.

ARTICLE IV - APPROVAL OF BY-LAWS AND AMENDMENTS

Section 1 - Approval of By-Laws

The By-Laws of the Commission must be approved by a majority of the Commission members in order to be officially adopted.

Section 2 - Amendments to By-Laws

The By-Laws of the Commission may be amended only with the approval of a majority of the Commission members at a regular or special meeting, but no such amendment shall be adopted unless notice thereof and a copy of such amendment has been sent to all members of the Commission.

Adopted by the Ledyard Planning and Zoning Commission on December 6, 2012,

Effective December 7, 2012